

DRAFT

**REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, AUGUST 5, 2008
7:30 p.m.**

Mayor Ray Ewing called the meeting to order at 7:30 p.m. and lead the Pledge of Allegiance.

Council member Hollis gave the invocation.

Roll call showed the following present:

Vice Mayor Shull, Council member Ron Bowers, Council member Michael Grim,
Council member James Harter; Council member Joseph Hollis. Council member Linden
A. Fravel Jr. was absent.

Staff present: Mike Kehoe, Town Administrator; Brian Henshaw, Town Planner; Kathy Monk,
Town Treasurer; Dianne MacMillan, Town Clerk; Charles Bockey, Jr., Chief of Police.

Others present: Richard Medley, Dennis Clem

Press: Jason Kane, Winchester Star; Lynwood Outlaw, Northern Virginia Daily

ACTION AGENDA

Council member Grim moved to adopt the action agenda as presented and the motion passed.

PUBLIC COMMENTS

Mr. Richard Medley, St Johns Baptist Church Foundation addressed Council concerning a water
billing issue on 5488 Main Street, The Glorious Church of God In Christ. He was advised that
the water account had been made inactive and will be activated after a reconnect request and
payment.

Mr. Dennis Clem addressed Council regarding the Cruise In on July 19. He reported that the
event had been very successful. He said they recorded over 300 cars and 27 different car clubs
participating. He presented a check in the amount of \$2500.00 to the town to be used for parks
and recreation. He thanked everyone for all the help. Mr. Kehoe said it was one of the best
organized events he had seen.

MINUTES – July 1, 2008 Regular Meeting

Council member Grim asked for clarification on Mr. Fox's appointments made at the July
meeting as liaison to the HPC. The appointments as liaison to the HPC and member of the
Planning Commission were explained. Vice Mayor Shull moved to approve the minutes of July
1, 2008 as presented and the motion carried by the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye
Council member Fravel	-	Absent

TREASURER'S REPORT

The Mayor asked for questions or comments on the Treasurer's report and there were none. The Treasurer's report was accepted as presented.

POLICE REPORT

Mayor Ewing said the police report had been distributed and asked for any questions or comments. Chief Bockey provided details on the written report. There being no further comment, the police report was accepted as presented.

ACTION AGENDA

A. Public Hearing –North Main Street Enhancement Grant Application

Mayor Ewing asked Mr. Henshaw for comments on the public hearing. Mr. Henshaw advised that this grant application was a continuance of a project funded by an earlier grant covering conceptual design and engineering on north Main Street. He added that this application would take the town through the completion of engineering into the beginning of construction. He said that if Council adopted the resolution, the town could continue on to apply for additional enhancement funds for north Main Street which could include storm water drainage, improvements to the existing sidewalks and possibly some traffic and esthetic features as well.

Mayor Ewing called the Public Hearing to order and asked for questions or comments on the enhancement grant application. There being no response, the Mayor closed the public hearing.

B. Resolution - North Main Street Enhancement

Mayor Ewing introduced the North Main Street Enhancement Grant, subject of the Public Hearing. Council member Hollis moved that the Council of the Town of Stephens City adopt the Resolution (copy attached). The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye
Council member Fravel	-	Absent

C. Resolution – Affirmation of Authorization to Pick Up the Employees Contribution-VRS

Town Manager, Mike Kehoe explained that this was a requirement imposed by IRS having to do with town employees' pretax option on retirement. He added that this would continue to make it legal for employees to be pre-taxed on contribution. Council member Harter moved to adopt the Resolution and the motion passed with the following vote:

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Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye
Council member Fravel	-	Absent

D. Appointments to Parks and Recreation Commission

Mayor Ewing said that there was one vacancy on the Parks and Recreation Commission that was not filled at the last meeting when the Commission was reorganized. He advised that Garland Williams has agreed to serve on the Commission. Council member Grim moved that Garland Williams be appointed to the Parks and Recreation Commission for a one year term to expire on June 30, 2009. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye
Council member Fravel	-	Absent

E. Proclamation – Clan Ewing

Mayor Ewing introduced the Proclamation for the Clan Ewing recognition days. Council member Bowers moved that the Council approve the proclamation and the motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye
Council member Fravel	-	Absent

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Council member Hollis stated that the town annually must designate depository institutions to be used by the town. He read the attached resolution and moved that the Town Council approve it. The motion passed with the following vote:

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Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye
Council member Fravel	-	Absent

B. Water & Sewer Committee – Joy Shull, Chair

Vice Mayor Shull reported that the Water & Sewer Committee reports had been distributed and there was nothing further to add to that report. She asked for any questions from the other members. Council member Hollis asked about the time line on an extension of the sewer line to the north annexation area of town. Vice Mayor Shull said the committee was waiting for figures from the town engineer to decide whether to extend both north and south or just go south, which would be based on additional information. Council member Hollis asked if it was contingent on development of the Long property. Vice Mayor Shull said it would be contingent on that and a decision could be made after further information was received.

C. Public Works Committee – Mike Grim, Chair

No report.

D. Public Safety Committee – Ron Bowers, Chair

No report

PLANNER’S REPORT – Brian Henshaw

Mr. Henshaw said the Planning Commission did not meet but were working on revising bylaws and making changes to the subdivision ordinance. He reported that they were moving forward on the Russell-Stephens City rezoning application and they were at a point that could yield a land use decision. He said the joint land use committee will have its first meeting on August 7th. He said the committee will review the application from a joint land use and annexation agreement standpoint to see that it is meeting the intention of future land use as identified by the partnership.

Mr. Henshaw advised that the CDBG Crooked lane project is way ahead of schedule. He said that Habitat was pulling the first permit and will begin the first house before the end of month. He added that they are required to have one house complete before the end of December. He stated that four lots are sponsored and there may be a sponsor for the fifth lot very soon. He further advised that all utility work had been completed. He added that the interim compliance review was completed and they will proceed into the next phase of the budget cycle for the grant.

TOWN MANAGER'S REPORT – Mike Kehoe

1. Mr. Kehoe said that Sherando High School asked to hold their second homecoming parade on Oct 3, a Friday night. He said that the Police Department and Sheriff's Office has expressed concerns about safety. He noted that it was a popular event with a lot of community interaction and suggested that the town could request an earlier hour or a change to Thursday night. Chief Bockey said the biggest portion of traffic problem was on back streets and backup across the bridge, down 277 and onto the ramps to 81. Chief Bockey said that the biggest concern for the Virginia State Police is the potential backup onto the ramps. He added that manpower would also be an issue. Mr. Kehoe suggested that signage could be put up in advance of the parade to warn motorists of the event. He noted that Sherando will need to apply for a parade permit from the state and the towns approval would be needed for that. After further discussion, Council member Grim moved to support the application of Sherando High School to hold the homecoming parade. The motion carried.

2. Mr. Kehoe reported that the second valve replacement on Main Street was completed so that only 10% of the town need be shut down for repairs on the north end of town. He noted that with the Stephens Court water line replacement coming up it would not be necessary to cut off as many residents for a long period of time.

3. Mr. Kehoe said that the public works committee will review doing away with drop off for newspapers and begin curbside newspaper recycling with the new refuse contractor. He said he would give an in depth descriptions of what can be recycled and collected in the next newsletter.

4. He said with Habitat of Humanity beginning construction in the Crooked Lane project Frederick County requires a contractor obtain a business license from the town prior to issuing a building permit. He said the town has waived all other requirements such as these for the block grant project and asked Council's preference. Vice Mayor Shull moved to waive the requirement for business license for Habitat for Humanity contractors. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye
Council member Fravel	-	Absent

6. Mr. Kehoe noted that the 250th meeting would be held August 13 at 7:00 pm. He said the Yard Crawl would be this Saturday beginning at Stephens City and ending at Woodstock. He said the office was getting a good response with about twelve vendors to set up at the Commons to date.

COUNCIL COMMENTS/CALENDAR

Council member Grim said that the town seems to be getting inundated with temporary real estate signs and other temporary signs in the right of way. He said this needed to be addressed because it was getting worse. He said the people putting them up should be notified to stop putting them up immediately. Council member Hollis said that these are not allowed in any public right of way and this applied to all signs. Council member Grim agreed that all signs like this should be removed. He added that with the 250th anniversary this was not the kind of thing that he wanted people to come to town and see. Mr. Griffin said it was a violation of the zoning ordinance and would involve a warning for the first time and after that should be treated as a zoning violation. Mr. Henshaw said he addressed this issue in the past with another builder and would contact the seller responsible regarding these signs. Council member Grim stated strongly that he wanted to see this issue addressed.

Mayor Ewing said regarding the calendar, the committees would meet as regularly scheduled unless a meeting was not needed.

There being no further business, Councilman Grim moved to adjourn at 8:00 p.m. and the motion carried.

Ray E. Ewing, Mayor Ray Ewing

Dianne L. MacMillan, CMC, Town Clerk